



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1950

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MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR ACQUISITION,
TECHNOLOGY, AND LOGISTICS

SUBJECT: Charter Renewal -- Defense Science Board

The charter for the Defense Science Board is approved for renewal.

The Advisory Committee Management Officer (ACMO) and the Office of General Counsel are in the final stages of reviewing and completing the charter. In addition, the ACMO will publish a Federal Register notice announcing the Department's intention to renew the Board's charter.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Board's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Committee fully comply with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Committee until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that the Board's membership is not unduly or inappropriately influenced by federal employees or any special interest; and
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact me or my ACMO, Frank Wilson, at (703) 601-6100.

Michael L. Rhodes
Director